



Steps

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FROM THE EDITOR

GSA continues to move forward with electronic services reflected in eMods and Online IFF payments. During this transition to eMods, the Multiple Award Schedules (MAS) Program has implemented Central Intake Desks (CIDs) for more efficient processing of paper modification requests on MAS contracts. This issue also brings the good news that sales reported on MAS contracts continue to increase, while the American Recovery and Reinvestment Act also brings new opportunities. Please direct all questions and comments to Linda L. Smith at lindal.smith@gsa.gov.



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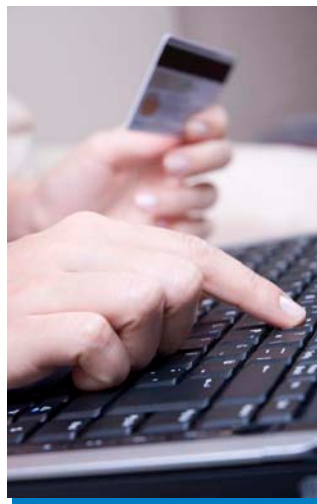
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IFF PAYMENT CHANGES ON THE HORIZON

Not only are online payments fast, secure, and free, they are also "green." Online payment processes will become the standard as the Government pursues more and more green and environmental initiatives. In fact, in the Monday, January 26 edition of the Federal Register (<http://www.gpoaccess.gov/>), GSA published a proposed clause change that would mandate the use of electronic payments for the IFF due on Multiple Award Schedule contracts. The clause is 552.238-74 (Industrial Funding Fee and Sales Reporting) and is part of every GSA Schedule contract.

If you have never used our online payment process, we would like to encourage you to try one of our online options for your next payment to GSA so you are ahead of this change. We think you will find this to be easier, more convenient, and timelier than sending a paper check to GSA.



Online payments can be made by using either a credit card or bank account (online check). GSA uses the Department of the Treasury's secure online payment website to process all payments. Your account information is not stored either by GSA or the Department of Treasury.

You can make an online payment either by using the "Pay Online Now" option immediately following the reporting of your quarterly GSA sales, or at any time by using the "Make a Payment" option from your contracting menu at <https://72a.gsa.gov/>. More information and frequently asked questions can also be found at this website.

ELECTRONIC CONTRACTING BENEFITS EVERYONE

In General Supply and Service's (GSS) Office of Acquisition Operations, we are seeing great progress in improving our customer service, increasing attention to timely contract administration, and better managing our workload. One key portion of this strategy is migrating to fully electronic contracts.

Early in February, we began a pilot program involving Schedules 03FAC, 66 and 874V. From now on, all contract modifications requested by contractors under these three schedules will run through our eMod System.

I believe that contractors will see benefits as we gain management visibility and awareness of modification requests, as we standardize practices, and as we eliminate archaic and inefficient practices. GSS has put its emphasis on improving contract administration, from establishing measures on timely options and modifications, to measuring CO responsiveness to mod requests. This effort is part of our further focus and emphasis on contract administration, and I am confident that our contractors understand how this focus benefits them.

Let me also strongly encourage all other GSS Schedule contractors to begin their migration to all eMods. You will find that this web based application is customer-friendly and easy to use. It allows contractors to electronically prepare and submit their modification requests and serves as another step towards greening the contracting process.

Key Points to Remember

1. All the information and training relating to the eMod system is located at the GSA Vendor Support Center (<http://vsc.gsa.gov>) and eOffer websites (<http://eoffer.gsa.gov>). Consistent with current practices, modification requests initiated via the eMod process must be submitted by an authorized contract representative. Under this new process, the authorized contract representative must obtain a digital certificate before initiating an eMod. A digital certificate is an electronic credential that identifies the individual, the organization and the web browser. No one will be able to enter a modification request into the eMod system without a current digital certificate. The



following link will provide guidance on utilizing the eMod system, obtaining digital certificates, and using the eMod training guide: <http://eoffer.gsa.gov/>.

2. Two digital certificates will be issued per DUNS AT NO COST. Any number beyond 2 will be charged a minimal fee. It is important that 2 individuals per company have a digital certificate in case one is unavailable or leaves.
3. It will take between 7 and 14 days for a digital certificate to be issued.
4. Digital certificates must be updated every 2 years.
5. It is imperative that impacted contractors keep their digital certificates current. An expired digital certificate will delay the ability to submit an electronic modification.
6. Please ensure that your negotiator's list is up to date. If you did your original offer via paper, be sure that you have your negotiator's list set up. Otherwise you will have issues using the eMod applications.
7. Only certain types of modifications are affected by this change (see the table on the next page).
8. The documentation needed to request a modification IS NOT changing. The only change is that the request will come to GSA electronically through the eOffer system and not by e-mail, fax or regular mail.
9. Through the eMod system, GSA will gain management visibility and increase awareness of modification requests that positively affect our contractors. The increased oversight that electronic contracting allows is but one way GSA hopes to improve contract administration to the maximum benefit of our commercial partners.

Jeff Koses, Director
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Please contact the eOffer Help desk at 1-866-472-9114 or eoffer@gsa.gov with any questions you may have.

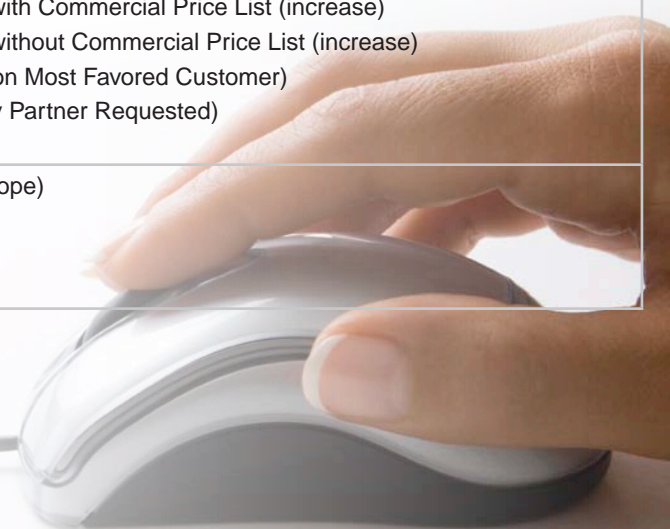
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<input type="checkbox"/> Additions
<input type="checkbox"/> Administrative
<input type="checkbox"/> Deletions
<input type="checkbox"/> Pricing
<input type="checkbox"/> Technical

Continue

Check Modification Sub Types

Additions	<input type="checkbox"/> Add Labor Category <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Contract Administrator/Point of Contact (POC) <input type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Telephone Change <input type="checkbox"/> Website Address Change
Deletions	<input type="checkbox"/> Delete Labor Category <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN
Pricing	<input type="checkbox"/> Temporary Price Reduction <input type="checkbox"/> Economic Price Adjustments (EPA) with Commercial Price List (increase) <input type="checkbox"/> Economic Price Adjustments (EPA) without Commercial Price List (increase) <input type="checkbox"/> Permanent Price Reduction (Based on Most Favored Customer) <input type="checkbox"/> Permanent Price Reduction (Industry Partner Requested) <input type="checkbox"/> Wage Determinations
Technical	<input type="checkbox"/> Change in Geographic Coverage (scope) <input type="checkbox"/> Part(s) Number Change <input type="checkbox"/> Product Descriptive Change <input type="checkbox"/> Service Descriptive Change



FAS LAUNCHES NEW MAS CONTRACT MODIFICATION PROCESS

FAS establishes a transformational process for MAS Contract Administration: the establishment of Central Intake Desks (CID).

A CID is located at each MAS Acquisition Center for the receipt of all incoming paper and email modification requests. Some of the Program-wide enhancements include automated standardized letters for clarifications, rejections, and withdrawals. Additionally, updates to eMod were made to better facilitate electronic submissions of modification requests, including updates to modification types and subtypes for better clarity.

The MAS Program strongly encourages eMod for all MAS Contract Administration. However, if you are still

submitting your modification requests via paper or email, the CID will greatly improve and expedite the process. Please continue to direct all your MAS contract and modification questions to your MAS Contracting Officer.

To submit a paper modification to the appropriate CID, please visit the Vendor Support Center (VSC) home page at: <http://vsc.gsa.gov>, and under the heading Central Intake Desk (CID), click on the link for instructions on where to submit a paper modification request for your MAS contract. Also, if you would like to submit an eMod, or if your schedule mandates eMod only, please click on the eMod instructions, as they provide all the electronic updates to the eMod system for submitting eMods.

MAS PROGRAM SALES ON THE RISE

Despite the headlines of crashing sales for virtually every element of the U.S. economy, one small sliver of good news is that the sales being reported for contracts issued in the Multiple Award Schedules program continue to increase, albeit at a very modest pace. The update for reported sales for the latest October-December quarter is now the largest ever reported. While the increase over the December 2007 amount is modest, the increase does show that Government agencies appreciate the savings inherent in the Multiple Award Schedules program, and Government contractors understand the simplicity of reporting and compliance needs under the MAS program. Thus, both agencies and contractors are continuing to benefit from continued growth of the program.

The prior record for sales for the December quarter (occurring in 2007), which has increased as more adjustments have been processed, is \$9,391,762,504, while the completed December 2008 quarter has logged in with sales of \$9,394,962,157. Of course, while both quarters are subject to further adjustments, the '07 quarter has no doubt recorded the bulk of adjustments. Many more adjustments are still expected for the '08 December quarter, thus likely increasing the sales gain. This has to be considered good news for the economy in these troubled times.

The sales recorded for the first half of FY 09 are the largest that have ever been recorded for a first half of a fiscal year: \$19,263,919,498 for FY 09 versus \$19,250,394,776 for last year.

If you have any questions or comments about online payments, please contact your Administrative Contracting Officer (ACO). You can locate your ACO using the following website:
http://vsc.gsa.gov/vsc/pco_aco.cfm



Coming Soon:

The 2009 version of *Steps to Success: How to be a Successful Contractor* with updated information will be available on the Vendor Support Center web site (<http://vsc.gsa.gov/>) under “publications.”



ATTENTION: MAS AND GWAC CONTRACT HOLDERS AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

Your Multiple Award Schedule or Government-wide Acquisition Contract gives you a leg up on work funded by the American Recovery and Reinvestment Act of 2009 (“Recovery Act”). GSA is encouraging Federal agencies as well as state and local governments to expedite their Recovery Act purchasing by taking full advantage of GSA contracting vehicles, including MAS and GWAC.

The Federal Acquisition Regulation (FAR) has been updated to add five new contract clauses which outline special terms and conditions that apply to Recovery Act purchases. Be sure you modify your MAS or GWAC contract to incorporate these clauses before you accept orders funded by Recovery Act appropriations. For MAS contracts, GSA issued modification FX-75 through its online mass modification tool. Your acceptance of these terms and conditions will be reflected on GSA*Advantage!* and eLibrary so users of those web sites will know that you are ready to take on their Recovery Act work! Contracting officers for other GSA programs will incorporate the Recovery Act clauses into those contracts through usual means.

All contracting opportunities for Recovery Act projects will be publicized through FedBizOpps. Opportunities within the MAS and GWAC programs may also be advertised through GSA’s online RFQ tool, eBuy.

For more information check out the special Recovery Act section of GSA’s Vendor Support Center web site (<http://vsc.gsa.gov/arra/ARRA.cfm>).

